

Capital Improvement Program Policy

MEMO

Date: October 4, 2010
To: Agency Chairpersons and Department Heads
From: Maurice W. Blanchette, First Selectman *MWB*
Subject: 2011-2012 Capital Improvements Budget Requests
2011 Meeting Schedule

2011-2012 CAPITAL IMPROVEMENTS BUDGET REQUESTS:

DUE DATE: FRIDAY, NOVEMBER 5, 2010

The due date for submittal of Capital Improvement requests is November 5, 2010. Every effort should be made to meet that date. In any event, the Town Charter (Section 504) requires that this submission be made by December 1st of each year.

Enclosed is the procedure and form to be used for budget request submittals. Include as much detail as possible in preparing Capital Improvement Budget Requests. Please contact Carol or Marie (870-3100) if you would like the form e-mailed to you.

2011 MEETING SCHEDULE:

In accordance with Section 1-21 of the General Statutes, every town agency is required to file with the Town Clerk, no later than January 31 of each year, a schedule of regular meetings of such public agency for the ensuing year; and no such meeting of any such public agency shall be held any sooner than thirty days after such schedule has been filed. Please be advised that compliance with this regulation is required in order to continue the regular operation of the town's boards, agencies and commissions. **Since no meeting may be held any sooner than thirty days after the schedule has been filed, please file your 2011 Meeting Schedule with the Town Clerk no later than *Monday*, December 1, 2010.**

Enclosed for your information is a list of the 2011 holidays that will be observed by the Town of Ellington. No agency shall meet on any of the designated holidays. In addition, the Jewish holidays for 2011 have also been listed for your information. Observance of the Jewish holidays begins at sundown on the previous day. Kindly consider these holidays when planning your meeting schedule and functions. No meetings are scheduled at Town Hall on Thursday or Friday evenings. **Per Town Charter, no meetings may be held on the evening of the Annual Town Budget Meeting which is Tuesday, May 10, 2011.** Also, meetings should not be planned on Election Day (Tuesday, November 8, 2011).

FREEDOM OF INFORMATION [FOI]:

Please be reminded that any Town of Ellington "public agency" must file an agenda and minutes of its meetings with the Town Clerk. The FOI definition of "PUBLIC AGENCY" for purposes of

complying with the FOI law includes: *ANY COMMITTEE, SUBDIVISION, AGENCY, DEPARTMENT, INSTITUTION, BUREAU, BOARD OR COMMISSION OF STATE AND LOCAL GOVERNMENT.*

We appreciate receiving copies of all agendas and minutes. This procedure has allowed the First Selectman's Office to be kept informed of all the important town deliberations.

Thank you all for your continued cooperation.

MWB/cy
Enclosures

cc: Board of Selectmen
S. Cullinan, Supt. of Schools
A. Littizzio, BOE Dir. of Business Services

capimp.11

TOWN OF ELLINGTON CAPITAL IMPROVEMENTS PROGRAM

1. **Charter Requirements:**

In accordance with Section 504 of the Charter the Board of Selectmen (BOS) is required to prepare a Capital Improvements Program for the town on an annual basis.

"...Board of Selectmen shall present to the Board of Finance a program concerning municipal improvements of proposed capital projects for the ensuing fiscal year and for five (5) fiscal years thereafter. Estimates of the costs of such projects shall be submitted to the Board of Selectmen by each department, office and agency annually by December 1,..."

2. **Purpose:**

The Capital Improvements Program is a planning tool used on an annual basis to evaluate the adequacy of existing facilities and to project the timely replacement of public safety equipment. In evaluating the needs of the town in terms of major public improvements the entire range of public facilities and service requirements must be reviewed. All town agencies and departments are requested to submit requests for Capital Improvements Projects. The planning period is to be no less than six years and can be as many as twenty years into the future.

3. **Benefits:**

Long-range planning to responsibly assess the town's needs for major public improvements:

- a. **Stabilization of the Tax Rate** - A Capital Improvements Program helps the town avoid a dramatically fluctuating tax rate by scheduling capital improvements of a lower priority or developing projects in annual phases. A Capital Improvements Program enables a town to determine the impact new capital improvements will have upon the operating budget and what the appropriate mix of financing should be.
- b. **Anticipation of Service Problems and Needs** - A Capital Improvements Program enables a community to anticipate future service needs and problems and potential service interruptions before they occur.
- c. **Managing Development** - By directing the placement of capital improvements such as water and sewer extensions, purchases of conservation land, street paving, etc., officials can influence the development and redevelopment of various parts of the community.
- d. **Coordination of Projects** - A Capital Improvements Program enables the coordination of the activities of municipal agencies. Such coordination helps eliminate duplication, delays, and conflicts in programs and construction schedules.
- e. **Improvement of Management Practices** - Use of a Capital Improvements Program encourages the systematic analysis of needs, resources, and solutions to local problems.

4. Statement of Official Policy:

Definition - AN ITEM VALUED AT \$10,000 OR MORE THAT ADDS TO OR SUSTAINS THE FIXED ASSET INVENTORY OF THE TOWN AND HAS A LIFE EXPECTANCY OF FIVE YEARS OR MORE.

A Capital Improvement Project requires an expenditure of public funds, over and above annual operating expenses, for the purchase, construction, or replacement of the physical assets of the town. In accordance with the State of Connecticut State Statutes a Capital Improvement Project is described as a "major improvement" or betterment, of a non-recurring nature, to the physical plant of the municipality, as differentiated from ordinary repairs or maintenance of a recurring nature."

**5. Budget Request Procedure/Schedule:
(November, 2010 to May, 2011 - 6 months)**

<i>November 5</i>	Due date for Capital Improvement Budget Requests to be submitted to the BOS.
<i>December/January</i>	BOS Capital Improvements Committee (CIC) Budget Requests hearings held.
<i>January</i>	BOS meets to discuss budget requests/recommendations of CIC
<i>No later than February 22</i>	BOS shall recommend to the Board of Finance (BOF), at BOF meeting, the Capital Improvement Projects to be undertaken.
<i>Prior to March 31</i>	BOF holds budget hearings for boards, agencies and commissions at Town Hall.
<i>April 12</i>	Public Hearing on the budget at High School Auditorium.
<i>April 14</i>	BOF budget deliberations.
<i>Within 15 days of Public Hearing</i>	BOF recommend a budget which includes Capital Improvements Projects.
<i>At least 5 days before Town Meeting</i>	BOF publish budget recommendations in newspaper and make copies available in Town Clerk's office.
<i>May 10</i>	Annual Town Budget Meeting - High School Auditorium (8 p.m.)

6. Capital Improvement Appropriation Procedure:

According to the procedure that has been followed by the Town of Ellington, each Capital Improvement Project included in the Annual Town Budget Document must be again approved by the requesting agency with specifications and an estimated budget for the project. BOS, BOF, Planning and Zoning Commission (PZC) and Town Meeting approvals must be secured for projects that are to be bonded (road construction, site acquisition, building construction, major building repairs, etc.)

Authorization to Expend:

*Approval by Re-
questing Agency
(30 days)*

Capital Projects are subject to the bidding procedures and accordingly specifications are required in order to have the project put out to bid. These specifications are developed and provided by the requesting agency and submitted to the BOF for review and final approval.

*Approval by BOS,
BOF, PZC & Town
Meeting
(90 days)*

Upon approval of the BOS, BOF, PZC (if appropriate) and Town Meeting, the town attorney prepares the bid documents. The Finance Officer prepares to put the specific project out to bid (with BOS and BOF concurrence a Capital Improvement Project can be put out to bid without an appropriation being in place as long as the legal notice stipulates that funding has not been approved). The bidding process requires at least ten days public notice plus preparation time.

*Bidding Process
(30 days)*

*Requesting Agency
Recommendation
(30 days)*

The requesting agency, by resolution, recommends award of the bid for the specific Capital Improvement Project to the BOS.

*Award of Bid
(30 to 90 days)*

The BOS, by resolution, awards the bid as recommended by the requesting agency.

*Consultant Services
(See Above)*

Should the Capital Improvement Project be of such magnitude that a consultant needs to be hired to prepare specifications, then a contract and budget is required for the consultant as well. The requesting agency or BOS may require that the bidding procedure be used to select a consultant.

*Waiving Bidding
Procedure*

Should the requesting agency request that the bidding procedure be waived by the BOS, specific reasons stating why it would be in the best interest of the town to do so must be presented in the form of a resolution to the BOS.

7. Priority:

- | | |
|------------------------|--|
| 1-Committed Projects: | Projects already in progress or for which Town Meeting approval has already been received. |
| 2-Urgent Projects: | Projects which will eliminate a PROVEN or OBVIOUS hazard to public health or safety. |
| 3-Needed Projects: | Projects which are needed to replace unsatisfactory conditions in existing facilities or projects which are needed to provide minimum services. |
| 4-Desirable Projects: | Projects which will result in reduced operating costs and projects which will eliminate a POTENTIAL hazard to public health or safety, or will eliminate a nuisance condition. |
| 5-Acceptable Projects: | Projects to provide a new facility or asset, or to improve an existing standard of service. |

8. Form:

Capital Improvement Program Survey (see attached).

CAPITAL IMPROVEMENT PROGRAM SURVEY

Proposed Project Detail

Agency/Department:

Priority Rank by Agency/Dept:

Required/Desired Date of Project Completion:

Project Name:

Type of Project:

Project Description:

Justification:

Benefits:

Costs If Not Implemented:

ESTIMATED PROJECT COSTS	FUNDING SOURCE	FY 20011-12	FY 20012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-2017	TOTAL	DEFERRED PROJECTS	SOURCE OF COST ESTIMATES
Planning & Engineering										
Site & ROW Acquisition										
Construction										
Equipment Purchases										
Other (Identify)										
SUBTOTAL										
New Personnel										
Annual Maintenance										
TOTAL COST TO TOWN										
FUNDING SOURCE:	(1) Capital Non-Recurring Fund (7) General Fund(8) Other	(2) Short-Term Note	(3) Bond Issue	(4) Grant	(5) Trust Fund	(6) Special Assessment				

2011 Holidays

ELLINGTON TOWN OFFICES CLOSED

Friday	December 31, 2010	New Year's Day (<i>observed</i>)
Monday	January 17	Martin Luther King Day
Monday	February 21	Presidents' Day
Friday	April 22	Good Friday
Monday	May 30	Memorial Day
Monday	July 4	Independence Day
Monday	September 5	Labor Day
Monday	October 10	Columbus Day
Friday	November 11	Veterans' Day
Wednesday	November 23	½ Day per Union Contract
Thursday	November 24	Thanksgiving Day
Friday	November 25	Friday after Thanksgiving
Monday	December 26	Christmas Day (<i>observed</i>)

JEWISH HOLIDAYS*

ELLINGTON TOWN OFFICES OPEN

Tuesday	April 19	First Day of Passover
Thursday	September 29	Rosh Hashana
Saturday	October 8	Yom Kippur
Wednesday	December 21	First Day of Chanukah

*ALL JEWISH HOLIDAYS BEGIN AT SUNDOWN THE DAY BEFORE THEY ARE LISTED HERE.

IT WOULD BE APPRECIATED IF MEETINGS WOULD NOT BE CALLED FOR THE EVENING
PRIOR TO A JEWISH HOLIDAY.



MAURICE W. BLANCHETTE
First Selectman

STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET • P. O. BOX 187
ELLINGTON, CONNECTICUT 06029-0187

TEL 870-3100 FAX 870-3102
www.ellington-ct.gov

JAMES M. PRICHARD
Deputy First Selectman

LAURIE E. BURSTEIN
A. LEO MILLER, JR.
LORI L. SPIELMAN
RONALD F. STOMBERG
JOHN W. TURNER

BOARD OF SELECTMEN 2011 Meeting Schedule

All meetings will start at 7:30 p.m. and are held in the Town Hall Meeting Hall, except where indicated in *italics*. **Bold** indicates meetings related to town budget.

JANUARY

10 (Monday) Regular Meeting
24 (Monday) Capital Improvements

FEBRUARY

7 (Monday) Regular Meeting
15 (Tuesday) **BOS Capital Improvements Presentation to BOF**
28 (Monday) Budget Meeting

MARCH

14 (Monday) Regular Meeting
22 (Tuesday) **BOS Budget Presentation to BOF**

APRIL

12 (Tuesday) **BUDGET PUBLIC HEARING, 8:00 p.m. at Ellington High School**
25 (Monday) **REGATTA PUBLIC HEARING at Crystal Lake School**
followed by Regular Meeting of BOS

MAY

10 (Tuesday) **ANNUAL TOWN BUDGET MEETING, 8:00 p.m. at Ellington High School**
16 (Monday) Regular Meeting

JUNE

20 (Monday) Commission Members Recognition Program followed by Regular Meeting of BOS

JULY

18 (Monday) Regular Meeting

AUGUST

15 (Monday) Regular Meeting

SEPTEMBER

19 (Monday) Regular Meeting

OCTOBER

17 (Monday) Employee Recognition Program followed by Regular Meeting of BOS

NOVEMBER

14 (Monday) Regular Meeting

DECEMBER

5 (Monday) BOS Organizational Meeting
19 (Monday) Regular Meeting



TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187
TEL 870-3100 FAX 870-3102

BOARD OF FINANCE

MEETING SCHEDULE 2011

11/9/10 Approved

January 4	Regular Meeting	8:00 PM
February 1	Regular Meeting	8:00 PM
February 15	Capital Improvements.....	7:30 PM
March 8	Regular Meeting	8:00 PM
March 15.....	Budget Hearings	
	Crystal Lake Fire Department.....	7:00 PM
	Center Fire Dept./E911.....	7:05 PM
	Ellington Volunteer Ambulance.....	7:10 PM
	Emergency Management.....	7:15 PM
	Hall Memorial Library.....	7:20 PM
	Parks & Recreation Commission/Cultural Arts.....	7:30 PM
	Human Services Commission, Senior Center, Youth Services.....	7:35 PM
	Registrars of Voters.....	7:40 PM
	Planning Department.....	7:45 PM
	Conservation	
	Economic Development	
	Planning & Zoning	
	Zoning Board of Appeals	
	Forest & Open Space	
	Board of Assessment Appeals	
	Permanent Building Committee	
	Water Pollution Authority	
March 22.....	Board of Selectmen	7:30 PM
March 29.....	Board of Education at Town Hall.....	7:30 PM
April 1.....	Board of Finance to publish budget in newspaper and make copies available in Town Clerk's Office.	
April 12.....	Public Hearing, High School Auditorium.....	8:00 PM
April 14.....	Board of Finance budget deliberations (Gen Govt/Cap Improvements).....	7:30 PM
April 19.....	Board of Finance budget deliberations (Board of Education/Revisits from Prior Delib).....	7:30 PM
April 29.....	oard of Finance to publish budget recommendations in newspaper; copies available in Town Clerk's Office.	
May 10.....	Annual Town Budget Meeting, High School Auditorium	8:00 PM
May 17.....	Board of Finance sets mill rate for 2011-12	8:00 PM
June 7.....	Regular Meeting	8:00 PM
August 16	Regular Meeting.....	8:00 PM
September 6	Regular Meeting.....	8:00 PM
October 4	Regular Meeting.....	8:00 PM
November 15.....	Regular Meeting	8:00 PM
December 6	Regular Meeting	8:00 PM

ALL MEETINGS WILL BE HELD IN THE TOWN HALL UNLESS OTHERWISE SPECIFIED.

Board of Education Ellington, Connecticut

2011 CALENDAR

January	8	Board Meeting	Administration Building	8:30 a.m. (<i>Budget Workshop</i>)
	19	Board Meeting	Administration Building	
February	23	Board Meeting	Administration Building	
March	23	Board Meeting	Administration Building	
April	27	Board Meeting	Administration Building	
May	25	Board Meeting	Administration Building	
June	15	Board Meeting	Administration Building	
July	20	Board Meeting	Administration Building	
August	24	Board Meeting	Administration Building	
September	7	Board Meeting	Administration Building	(<i>Brainstorming Session</i>)
	21	Board Meeting	Ellington High School	
October	26	Board Meeting	Administration Building	
November	16	Board Meeting	Administration Building	
December	14	Board Meeting	Administration Building	

All Board of Education meetings unless otherwise noted or posted will be held at 7:00 p.m. in the School Administration Building, 47 Main Street, Ellington, CT.

Approved by
BOE: 10/27/10